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Appendix XII.

[Vide answer to unstarred question No. 243 asked by Sri V. Balakrishnan at the meeting of the Legislative Assembly held on 29th July 1953, page 1665 supra]

Clauses (a) and (b).

Department.	*Total number of Office Superintendents.*	*Maximum number of clerks under a Superintendent.*	*Minimum number of clerks under a Superintendent.*
(1)	(2)	(3)	(4)
1 Public	32	4 (including 1 Lower Division Clerk). *	1
2 Health	9	7 (including 4 Lower Division Clerks for routine work).	3
3 Legal	7	4	1
4 Home	30	4	1
5 Food and Agriculture.	13	4 (including 1 Lower Division Clerk).	3 (including 1 Lower Division Clerk.)
6 Rural Welfare	9	6 (including 3 Lower Division Clerks).	1
7 Finance	17	6 (including 4 Lower Division Clerks).	2
8 Revenue	19	3	1
9 Education	10	3	1
10 Public Works	20	14 (including 12 Lower Division Clerks).	2
11 Development	27	4	2
12 Local Administration.	9	4	2

* Does not include the Lower Division Clerks working in Central Branches.

Clause (c).

Extracts from the Secretariat Office Manual.

11. *Superintendents.*—The Superintendent is in charge of a 'section' of a Secretariat department. He is assisted by a certain number of clerks. He is responsible for all files relating to the subjects allotted to the clerks under him. He is directly responsible to the officers under whom he works for the efficient and expeditious despatch of business in all stages in his section. The training of the clerks under him is one of his principal functions. He must see that his clerks exercise proper selection in their work (i.e., they do not waste time and paper on needless noting or correspondence)and that really emergent matters are given immediate atten tion. He will not merely superintend but will himself undertake to deal with the more difficult or important papers requiring such assistance from clerks as he may find necessary.

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He is responsible for the accuracy of the notes and drafts proceeding from his section; he cannot throw that responsibility on his clerks. He is not expected to express views or to suggest what orders should be passed on a case except when there is a clear precedent or the case is of a routine nature or the orders necesarily follow from some provision of law or rule. He should check the correctnes of facts stated in aoy note or draft which may have been added to the file after it was submitted for orders as soon as it returns to the section and before the draft is issued or the case is passed on to another department. He maintains discipline in his section and sees to it that his orders or instructions are not disputed or disregarded by his clerks.

80 (*d*) *Superintendent*.—The Superintendent is responsible generally for the prompt, steady and efficient despatch of work of his section. He must constantly examine the cases pending with his clerks to see that they do not delay them; he should advise his clerks as to the manner in which they should deal with individual cases and should encourage them to come to him for advice whenever they have doubts. He should insist on his clerks studying the currents and beginning to collect papers for reference immediately on their receipt. He should check any tendency to unnecessary and too elaborate research. He should see that currents are put up quickly and according to the nature of their urgency and that they are properly referenced. He should check prolixity in noting. The chief merits of a good note being lucidity, completeness and brevity, he will see that they are constantly kept in view both by himself and his clerks. He is responsible for the accuracy of the notes and drafts proceeding from his section and cannot throw that responsibility on his clerks. He should check the correctness of facts stated in any note or draft which may have been added to the file after it was submitted for orders as soon as it returns to the section and before the draft is issued or the case is passed on to another department. The Superintendent is not expected to express views or suggest what orders should be passed except where they necessarily follow from some provision of law or rule or are in accordance with precedent.

Note.—The above directions will apply *mutatis mutandis* to clerks who submit papers direct to officers.

The Secretary or the Under or the Assistant Secretary will decide what papers or classes of papers dealt with by clerks shall pass through the Superintendent on their way to the Secretary or the Under or the Assistant Secretary and what papers shall be submitted direct. From time to time the Superintendent will scrutinize a file, pick out at random or for some special reason from the files that the clerks have dealt with and are authorized to submit direct, on their way to the Secretary or the Under Secretary. Such files he will initial, after taking such action in regard to them as he may find necessary.

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Papers returning from the Secretary or the Under or the Assistant Secretary will pass to the section through the Superintendent. From the notes written by those officers, and their modifications of the drafts put up by the clerks, the Superintendent will know what each clerk is capable of, what help and guidance he requires and where he is liable to fail and must therefore be watched.

314. *Duty of Section Superintendent*.—The Superintendent of a section is responsible for the efficient and expeditious despatch of work in his section. To enforce this he should thoroughly examine the personal registers once a week on a specified day of the week. He should check the Call Book, Reminder Diary and Register of Periodicals at reasonable intervals, say, once a week. He should initial the registers in token of his check. The check should not be merely nominal. The Superintendent should not only see that the entries in the registers are correctly and punctually made but also take immediate action on delayed and urgent cases. He should ask his clerks to produce such papers and give them practical help to put them up quickly or should himself take over and deal with them. It is his duty to ensure that no delay occurs which could with diligence be avoided and that no paper is shelved by clerks. For this purpose he should, besides the weekly check of registers, inspect frequently the papers pending with each clerk.

APPENDIX XIII.

[Vide answer to unstarred question No. 250 asked by Sri V. Balakrishnan at the meeting of the Legislative Assembly held on 29th July 1953, page 1666 supra.]

	Pudukkottai division.		
	Alangudi taluk. RS.	*Tirumayam taluk.* RS.	*Kulathur taluk.* RS.
(*a*) Expenditure incurred by the Government for digging of drinking water well since 3rd March 1948.	78,662	97,652	46,374
(*b*) Amount granted as takkavi loans since 3rd March 1948.	4,33,200	6,47,990	2,60,760
(*c*) Amount granted as loans for purchase of plough bulls since 3rd March 1948.	2,61,500	3,76,210	2,56,790
(*d*) Amount spent on famine relief works since 3rd March 1948 and the details of such expenditure.	No amount was spent on famine relief works in any of the taluks since 3rd March 1948 and no famine relief works were executed in the Pudukkottai division.		

(*e*) Amount spent on minor irrigation works since 3rd March 1948 and when, where and how spent—

	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.
1949–50 ..	1,958	4	0	5,217	0	0	..		
1950–51 ..	66,470	0	0	52,166	14	0	27,100	0	0
1951–52 ..	1,01,098	0	0	1,01,179	0	0	80,267	0	0
1952–53 ..	1,54,615	0	0	1,65,287	0	0	67,517	0	0
1953–54 ..	..			9,099	0	0	2,400	0	0 *
Total ..	3,24,141	4	0	3,32,948	14	0	1,77,284	0	0

* Flood repairs.